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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Assistant Management Officer (DD/A)

DATE: NOV 2 1953

FROM : Chief, General Services Office

SUBJECT: Notification of Shipping Information to Field Installations

REFERENCE: Your Staff Study dated 22 September 1953

1. We are returning attached the staff study which was forwarded to this office for concurrence. Your proposal provides for special courier service to deliver cables and dispatches covering shipping information on a twice-daily schedule. Delivery would be to the action desk which is contrary to our present policy of making all deliveries to the Registries regardless of the urgency. We do not feel that an exception should be made in this case.

2. Our scheduled deliveries are made to the Registries six times daily and should provide a faster average delivery time than the twice-daily pickup you have proposed. However, if trial runs of the schedule service indicate that special service to the Registry level is justified, it will be provided.

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Attachment

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